



## **Broward County Climate Change Task Force Steering Committee**



### *Recommendations for Timelines, Terminology and Format for Reports to Task Force*

May 7, 2009

Summary Document  
Broward County Facilitators

## **Table of Contents**

|  |           |
|--|-----------|
| <b>Agenda</b>  | <b>3</b>  |
| <b>Welcome and Introduction</b>                      | <b>4</b>  |
| <b>Victory Circle</b>                                | <b>5</b>  |
| <b>Timelines to Consider/Planning Horizons</b>       | <b>6</b>  |
| <b>Terminology/Definitions/Action Plan Format</b>    | <b>6</b>  |
| <b>Next Steps/Closing Comments</b>                   | <b>7</b>  |
| <b>Evaluations</b>                                   | <b>8</b>  |
| <b>Participants</b>                                  | <b>9</b>  |
| <b>Planning Horizon Chart</b>                        | <b>10</b> |
| <b>Action Plan Template &amp; Guidelines (Draft)</b> | <b>11</b> |



**Broward County Climate Change Task Force Steering Committee  
Creating a Template for Subcommittee Recommendations**

**May 7, 2009**

**9 AM to 12 PM**

**Government Center West  
Hearing Room, 2<sup>nd</sup> Floor**

**Broward County Facilitators:**

Carole McConnell, Lead Facilitator, Broward County  
Libraries Division, Community Services Department  
David Jess, Broward County Libraries Division,  
Community Services Department  
Bill Thompson, Broward County Aviation Department

**Agenda**

- |                 |   |
|-----------------|---|
| <b>9:15 am</b>  | <b>Welcome and Introduction:</b><br>Commissioner Kristin D. Jacobs, Chair of Task Force   |
| <b>9:20 am</b>  | <b>Participation Guidelines, Process Overview</b>   |
| <b>9:30 am</b>  | <b>Opening Victory Circle:</b><br>Focusing on the goal of the Task Force and it's relationship<br>to the goal for today                               |
| <b>9:45 am</b>  | <b>Timelines:</b><br>Reviewing important timelines and events to<br>consider and choosing parameters of short,<br>mid and long-term planning horizons |
| <b>10:15 am</b> | <b>Terminology and Definitions:</b><br>Brainstorming terms and headings to be used in the reports   |
| <b>11:15 am</b> | <b>Format for Creating a Template:</b><br>Organizing the Terms and headings   |
| <b>11:50 am</b> | <b>Reflection, Evaluations, Next Steps/Closing Comments</b>   |
| <b>12:00 pm</b> | <b>A D J O U R N</b>  |

## **Welcome and Introduction from Commissioner Jacobs:**

- We come from 7 different subcommittees with professionals who have written many different types of reports over the years.
- The purpose of today's session is to reach a consensus on timelines, terminology, headings, & overall format to use in designing our reports.
- The format/model developed today will be presented to the full Task Force for approval/revisions at their May 21 meeting.
- The template will be used by Task Force Subcommittees to submit written recommendations to the full Task Force and will be the model for the final report to be presented to the Commission.
- During today's session we will not conduct other committee business or do any work on actual content of the reports.
- We will be guided today by 3 Certified Facilitators from the Broward County Facilitation Program.

## **Victory Circle:**

Facilitator asked participants to brainstorm words and phrases in response to the two questions below.

### **Question #1: If the Task Force is successful, what will Broward County look like, feel like or be like in 2045?**

Sustainable  
Clean Air  
Multi-Transportation Options  
Adapted to New Sea Level  
Reduced Carbon Footprint  
Distributed Energy Generation  
Alternate Energy Sources  
Viable & Functioning  
“Green” Buildings  
Clean, Adequate & Affordable Water  
Open Windows  
Full Employment  
All Waste Recycled  
More Marine and Wildlife  
Reduced Per Capita Consumption  
Appropriate Budget Priorities  
Social Responsibility  
Improved Communication to the Public  
Improved Social Marketing of Environmental Issues  
Cultural and Attitudinal Shift of Population & Leaders

### **Question # 2: If today’s session is successful, what will be the qualities of the report that will come from the Task Force?**

It will be a Call to Action at all Levels  
Clear, Easily Understood  
No Jargon or Acronyms  
Professionally Agreed Upon Trends and Data  
Contain an Executive Summary  
Justification for Actions  
Not Alarmist  
Sustainable Rationale  
Upbeat  
Broad-Based  
Comprehensive  
Utility  
Attainable

Final Conclusion: If we produce a report with the qualities listed in #2, we are closer to achieving the qualities of life described in #1.

## **Timelines to Consider:**

Based on reference materials in a briefing packet sent by staff of the Natural Resources Planning and Management Division, the committee discussed relevant timelines to consider. Consideration must be given to future local, state and national elections as well as policies and international protocols.

## **Planning Horizons:** (See Planning Horizons Chart on page 10)

The Committee decided to create a range for the duration of each action that is recommended and also ask for a completion date. The range is as follows:

Immediate: 0 to 2 years  
Short-Term: 0 to 5 years  
Mid-Term: 0 to 25 years  
Long-Term: 0 to 50 years

## **Terminology and Definitions:**

Having developed a series of time frames within which to lay out specific actions and recommendations, facilitators led a discussion and brainstorming session to bring forward headings, terms, and descriptive words that would provide a framework for the recommendations template.

## **Format/Order for the Template:** (See Action Plan Template on page 11)

Facilitator guided a discussion on the order that the recommendations template should be arranged to best present each Sub-committee's recommendations and data. The focus was on specifying the headings, subheadings and descriptive words that all subcommittees would be expected to address within their respective reports. It was agreed that Staff would provide guidelines/definitions for each heading and subheading to assist with promoting consistency in how each Subcommittee actually approached writing its report. This effort resulted in the (draft) template provided on Page 11.

## **Next Steps:**

What was accomplished?

- Timeline Horizons were developed
- Headings and order for the Recommendations Template were developed

Who will write report from today and design the actual template?

- The Facilitation Team will write a summary recapping the day's activities.
- Using input from the session, the Natural Resources Planning and Management Division staff, and the Facilitators will work together to enter the input into a template format.
- The draft template will be distributed to the Steering Committee for approval.
- Commissioner Kristin D. Jacobs will present the template to the Task Force on May 21, 2009 for final approval.

## **Closing Comments:**

Commissioner Jacobs thanked the facilitators and Division staff for their preparation and work on this session and thanked the Steering Committee Members for their valuable input and discussions.

## **Adjourn**

The Meeting adjourned at 12 Noon

## Evaluation and Comments:

| THE PROCESS:  | Low |   |   |   | High |     |   |
|---|-----|---|---|---|------|-----|---|
|   | 1   | 2 | 3 | 4 | 5    | 6   | 7 |
| 1. The extent to which the goals of the session were clearly stated |     |   |   |   | 5.3  |     |   |
| 2. The extent to which you felt comfortable participating           |     |   |   |   |      | 6.8 |   |
| 3. The extent to which this session reached its stated goal(s)      |     |   |   |   |      | 6.5 |   |

| THE FACILITATORS:   | Low |   |   |   | High |     |   |
|---|-----|---|---|---|------|-----|---|
|   | 1   | 2 | 3 | 4 | 5    | 6   | 7 |
| 4. The degree to which the facilitators remained neutral and used probing questions         |     |   |   |   |      | 6.7 |   |
| 5. The degree to which the facilitators demonstrated humor, energy, and a positive attitude |     |   |   |   |      | 6.8 |   |
| 6. The extent to which the facilitators kept the process on track                           |     |   |   |   |      | 6.3 |   |

| THE EXPERIENCE:  | Low |   |   |   | High |     |   |
|--|-----|---|---|---|------|-----|---|
|  | 1   | 2 | 3 | 4 | 5    | 6   | 7 |
| 7. The amount of time allocated for this session         |     |   |   |   | 5.8  |     |   |
| 8. The extent to which you felt involved in this session |     |   |   |   |      | 6.6 |   |

### PLEASE RESPOND TO THE NEXT QUESTIONS WITH SPECIFIC COMMENTS:

9. Do you see the product of this session contributing to a meaningful result? If so, how? If not, please explain.
- Yes (3)
  - Yes, this was a very productive session.
  - Yes, now the input will be compiled so the subcommittee can provide their input to the Commission in a consistent manner
  - For the most part, I think it would have been better for staff that had been working with subcommittees because of their knowledge of the subject.
10. What did you find most valuable about this facilitation?
- Sharing ideas
  - Getting us to organize our thoughts
  - Having full participation by everyone. County staff was particularly helpful.
  - Good brainstorming and group interaction.
11. What did you like least?
- I was tired but that was not anyone's fault. I had some trouble focusing at the end
  - Needed jumping jacks
  - The first two (2) questions. They were not instrumental in addressing the objective of the session. It added some confusion
12. How could the process/delivery be improved?
- Fewer facilitators
  - It was a lot to cover in limited time. However, all participants have limited time.
  - Session was set up professionally

*Thank you for your input and contribution to this process!*

## **Session Participants:**

| <b>Committee Member</b>        | <b>Sub-Committee</b>                                       | <b>Affiliation</b>   |
|--------------------------------|--|--|
| Kristin D. Jacobs              | Chair, Task Force  | Broward County Board of County Commissioners                           |
| Carolyn Dekle                  | Intergovernmental Affairs and Communication                | South Florida Regional Planning Council                                |
| Patrick J. Gleason, Ph.D., P.G | Scientific and Technical                                   | Camp Dresser and McKee   |
| Robert Kornahrens              | Renewable and Alternative Energy                           | Advanced Roofing and Advanced Green Technology                         |
| Marcie Nolan (for Jim Murley ) | Property and Infrastructure (Built Environment Adaptation) | Center for Urban and Environmental Studies (Jim Murley)                |
| Peter Ross                     | Economic, Social and Health Issues                         | Broward County Environmental Protection & Growth Management Department |
| Kim Shugar                     | Natural Systems Adaptation                                 | South Florida Water Management District                                |
| Doug Young                     | Greenhouse Gas Reduction                                   | Broward County Audubon   |

## **Natural Resources Planning & Management Division Staff (Advisory & Planning):**

Jennifer Jurado, Division Director  
Donald Burgess, Land Preservation Administrator  
Nancy Gassman, Natural Resources Administrator

## **Observers**

Eric Myers, Environmental Protection and Growth Management Department  
Isabel Cosio-Carballo, South Florida Regional Planning Council  
Paul Krashefski, Natural Resources Planning & Management Division, Facilitation photographer  
Clint Grethen, Natural Resources Planning & Management Division  
Lorraine Bertone, NRPMD Natural Resources Planning & Management Division  
Sermin Unsal, Pollution Prevention, Remediation and Air Quality Division  
Ruth Myles, Human Resources, Learning and Organizational Development Section

## **Broward County Facilitators**

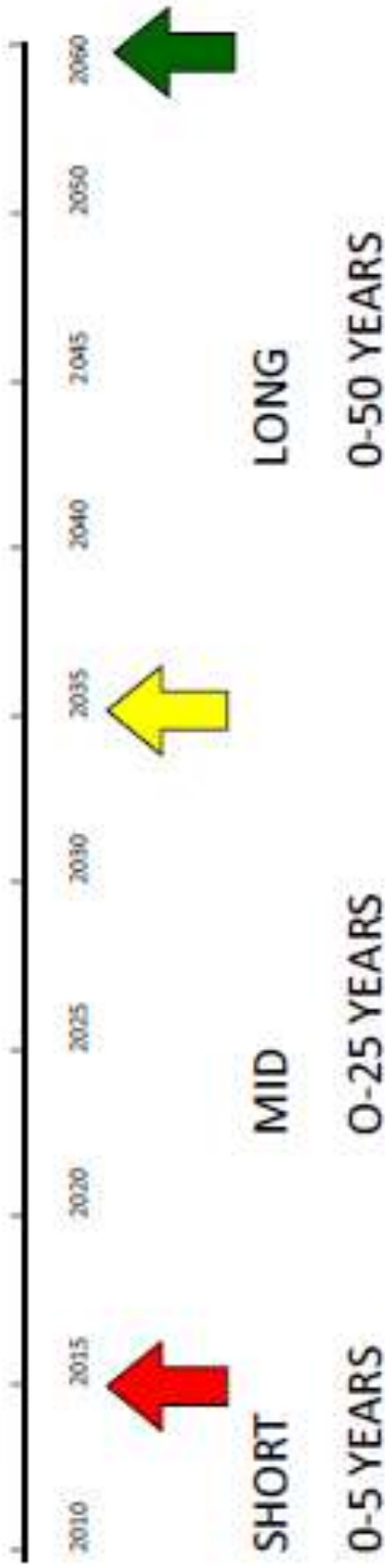
Carole McConnell, Libraries Division, Community Services Department  
David Jess, Libraries Division, Community Services Department  
Bill Thompson, Operations Division, Aviation Department

# PLANNING HORIZONS

**IMMEDIATE 0-2 YEARS**



2012



## Broward County Climate Change Task Force Recommendation Template

**Subcommittee:**

**Focal Area:**

**Goal Statement for this Focal Area:**

|  |
|--|
| <p><b>Action:</b> What are we going to do?</p> <p>Who is going to do it?</p> <p>Who will partner on this effort?</p> <p>When will we do it?<br/>Action Timeframe: ___ Immediate ___ Short Term ___ Mid Term ___ Long Term</p> <p>Target Completion Date:</p> |
| <p><b>Rationale:</b> Why should we take this action?</p> <p>Existing Conditions and Trends:*</p> <p>Supporting Data and Sources:</p>   |
| <p><b>Economic Argument:</b> What is the investment in and benefits of this action?</p> <p>Existing Funding Sources:</p> <p>Future Funding Sources:</p> <p>Other Benefits:</p>   |
| <p><b>Challenges:</b> What issues should be kept in mind when implementing this action?</p>  |
| <p><b>Monitoring:</b> How will we track progress on this action?</p>   |
| <p><b>Performance Measures:</b> How do we know the action was successful?</p> <p>Reduced Carbon Footprint/Greenhouse Gas: _____ tonnes eCO<sub>2</sub> reduced.</p>  |
| <p><b>Outreach considerations:</b> How do we reach our targeted audience?</p>  |

\*Staff recommends this term be placed here in the body of the form rather than in the header.

**Guidelines:** Fill in all the blanks. For those areas that do not apply, write N/A (not applicable).

**Action: What are we going to do?** Describe a specific action to be taken and how it will be implemented.

**Who is going to do it?** Name the responsible party, lead entity or coordinating partner who will oversee implementation of the action.

**Who will partner on this effort?** List other entities that are important to or will participate in implementing the action. This may be a specific County department, a political body such as the League of Cities, a non-profit organization etc.

**When will we do it?** Check the appropriate action time frame:

Immediate: 0-2 years, Short Term: 0-5 years, Mid Term: 0 – 25 years, Long Term: 0-50 years

**Target Completion Date:** Provide the year of substantial completion of the action taken.

**Rationale: Why should we take this action?** Justify the recommendation.

**Existing Conditions and Trends:** Provide background information and trends that create the need for action.

**Supporting Data and Sources:** Provide quantified information, which supports the rationale and cite the scientific literature, book, or agency providing the data.

**Economic Argument: What is the investment in and benefits of this action?** Describe the overall costs, costs savings and other financially-related benefits (e.g. reduced maintenance) associated with the action.

**Existing Funding Sources:** If applicable, provide information on funding sources e.g. grants, County general funds etc.

**Future Funding Sources:** If applicable, provide information on funding sources, which will become available in the future.

**Other Benefits:** List other benefits of the actions e.g. regional cooperation, integration into school curriculum, reduced air pollution, reduction of peak energy demand etc.

**Challenges: What issues should be kept in mind when moving to implement this action?** List technical, political, financial, or social hurdles to implementing this action item, e.g. permit requirements.

**Monitoring: How will we track progress on this action?** Where possible, provide quantifiable or easily reportable milestones to determine if action is being successfully implemented in a timely manner.

**Performance Measures: How do we know we succeeded?** Provide a specific quantifiable measure for determining the success of this action.

**Reduced Carbon Footprint/Greenhouse Gas:** Quantify the greenhouse gas emissions reduction benefit to the overall community wide emissions inventory in tonnes of carbon dioxide equivalents.

**Outreach considerations: How do we reach our targeted audience?** Describe the target audience for the action and ways to reach them to aid in accomplishing the task.